

Retention and Classification Report

Agency: Daggett County (Utah). County Sheriff (2529)

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Records Officer Susan Potter

13120 Felony investigation case files
17555 Jail bookings

AGENCY: Daggett County (Utah). County Sheriff

SERIES: 13120

3

TITLE: Felony investigation case files

DATES:

ARRANGEMENT:

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the sheriff's department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 1.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected

AGENCY: Daggett County (Utah). County Sheriff

SERIES: 17555

3

TITLE: Jail bookings

DATES: 1985-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are records of prisoners confined in the county jail. They include the prisoner's name, alias, sheriff's office number, booking number, offense, address, arresting officer's name, date committed, term of sentence, and discharge date.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 16, Item 32.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Daggett County (Utah). County Sheriff

SERIES: 17555

TITLE: Jail bookings

(continued)

PRIMARY CLASSIFICATION:

Private